Name:

# Folder & File Management

1. Navigate to your ‘U’ drive. Create a new folder called ‘Folder & File Management’ in the *root* of the drive. Take a screen dump (Alt + Prnt Scrn) showing the new folder.

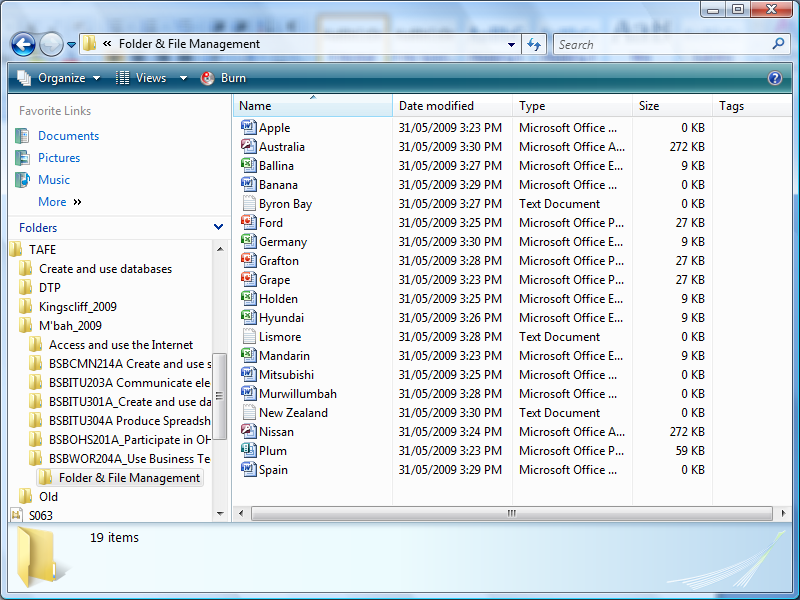
Create a new MS Word document.

Save As ‘Folder & File Management.doc’in the folder you have just created above.

Paste your screen dump into this document.

1. Create the files as shown in screen shot 1 in the ‘Folder & File Management’ folder.

Screen Shot : Contents of new folder.



As can be seen in the figure above we have too many, 19, files about different topics in this folder. This makes finding files difficult.

It would be much more useful to group files together according to some logical rules.

1. You may have noticed that the files in this folder relate to;

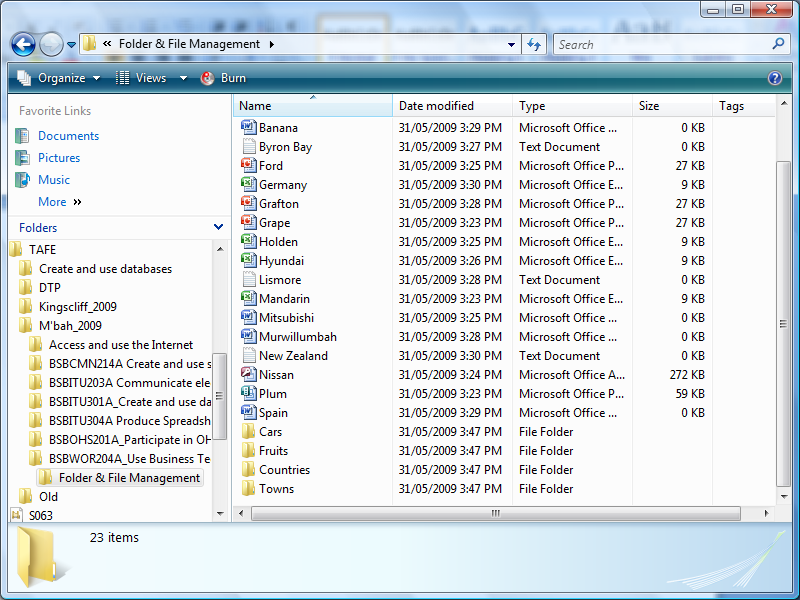
* Countries
* Towns
* Fruits and
* Cars

Create sub-folders using the categories listed above.

Take screen shot 2 and paste into your Word document.

Your folder should now look like the figure below.

Screen Shot Four new folders created

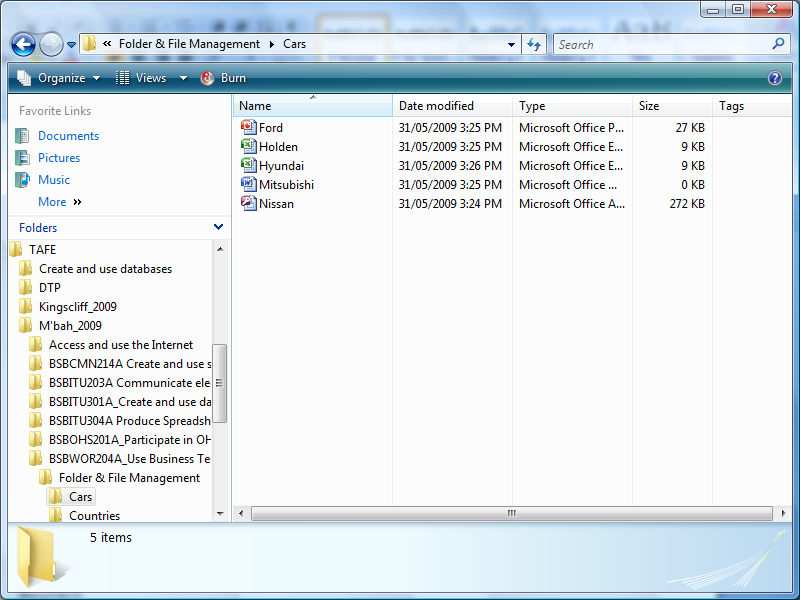


1. Move the files about fruits to the folder ‘Fruits’.

Move the remaining files to the most appropriate folder.

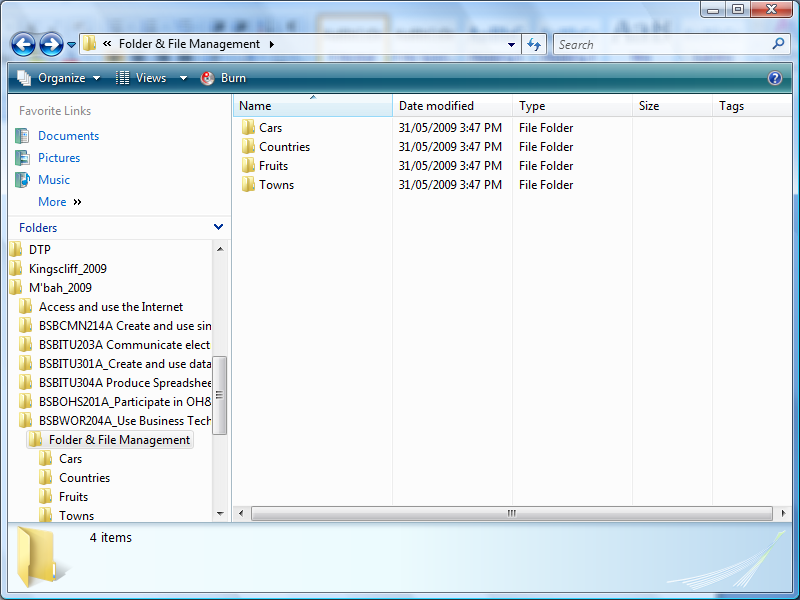
Take screen shots of the contents of each of the four folders. Paste the screen shots into your word document.

Screen Shot Contents of the folder ‘Cars’



1. Once all files have been moved to their appropriate folder take a screen shot of the contents of the folder ‘Folder & File Management’.

Screen Shot Contents of 'Folder & File Management'



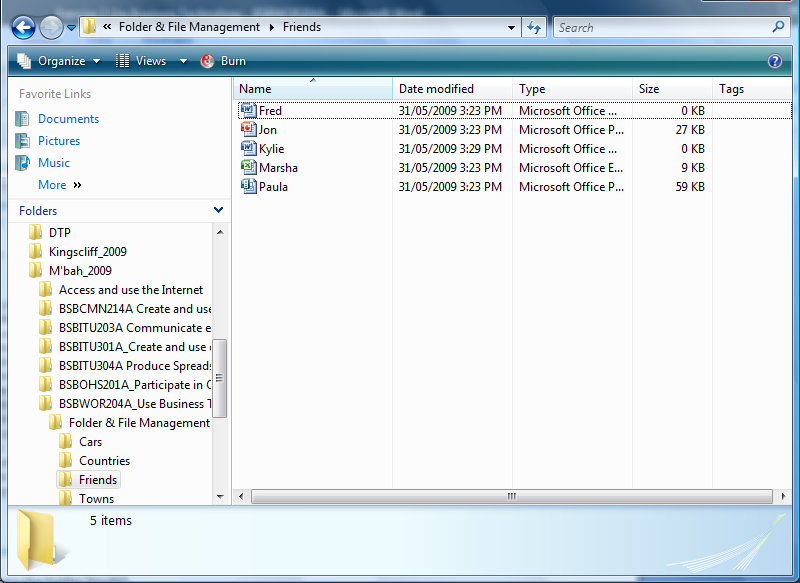
1. Open the folder ‘Fruits’.

* Rename ‘Apple’ to ‘Fred’
* Rename ‘Banana’ to ‘Kylie’
* Rename ‘Grape’ to ‘Jon’
* Rename ‘Mandarin’ to ‘Marsha’
* Rename ‘Plum’ to ‘Paula’

Rename the folder ‘Fruits’ to ‘Friends’

Screenshot.

Screen Shot Contents of folder 'Friends'



1. Rename the file ‘Australia’ to ‘Anne’ and move to the folder ‘Friends’. Screen shot & paste.
2. Delete the file ‘Mitsubishi’. Screen shot & paste.
3. Delete the folder ‘Friends’. Screen shot & paste.